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Office Memorandum • UNITED STATES GOVERNMENT

25X1 TO : Records Administration Officer [REDACTED] DATE: 19 January 1962 25X1
VIA : [REDACTED]
FROM : [REDACTED]
SUBJECT: Shelf-Filing System [REDACTED] 25X1
REF : [REDACTED] dtd 16 Jan 62 25X1

1. The following information is submitted as requested in your memo of 16 Jan 62:

(a) Volume of Records on Hand

[REDACTED]

(b) Legal size folders are used for all our files.

(c) Equipment

Filing Cabinet, Legal Size, Steel Insulated, 4-drawer H x 1 W, 3-Way Combination Lock	4
Filing Cabinet, Legal Size, Steel Insulated, 4-drawer H x 1 W, 3-Way Combination Lock with center key (manipulation proof)	4*
Filing Cabinet, Legal Size, Steel, Key Lock 5-drawer H x 1 W	6
4-drawer H x 1 W	2

*Three of these are in an area outside the vault because we now don't have room in the vault.

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